

UNITED STATES DEPARTMENT OF AGRICULTURE

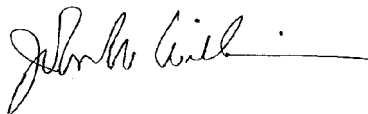
Farm Service Agency
Washington, DC 20250

Notice AS-2027

For: FSA State and County Offices

Reviewing AD-672's and FSA-875's Each FY

Approved by: Deputy Administrator, Management



1 Overview

A

Background

Many State and County Offices have not been re-negotiating or renewing AD-672's and FSA-875's each FY.

A September 1997 National level Memorandum of Understanding (MOU) directed **all** collocated offices to consolidate and aggregate their local telephone service, Federal Telecommunications System (FTS) 2000/2001 service, and frame relay costs for both local and long distance service. The MOU **mandated** that FSA, NRCS, and Rural Development enter into reimbursement agreements for FTS2000 and local charges at the National and Field Office levels.

B

Purpose

This notice informs State and County Offices that:

- AD-672's and FSA-875's shall be reviewed and re-negotiated at the beginning of each FY
- a separate AD-672 or FSA-875 shall be negotiated for telecommunication costs at the beginning of each FY and submitted to KCFO
- FFAS-875-2 shall be completed and submitted with the telecommunication costs AD-672/ FSA-875

Note: If costs change during the FY, State and County Offices shall re-negotiate AD-672's or FSA-875's with the Agency for which the service is being provided to or received from, to be accurate, and provide copies to KCFO, Financial Accounting Division (FAD), Administrative Accounting Operations Branch (AAOB).

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Disposal Date	Distribution
October 1, 2001	State Offices; State Offices relay to County Offices
2-6-01	

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1 Overview (Continued)

B

Purpose (Continued)

- State Offices are required to submit copies of AD-672's and FSA-875's with supporting documentation to KCFO so that billing or payments can be made timely.
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2 Reviewing and Completing FSA-875's

A

County Office Action

State Offices shall request that County Offices do the following.

Step	Action
1	Review all FSA-875's .
2	Contact agencies that FSA-875 is negotiated with, and determine what services are being provided or received.
3	Develop a cost estimate for all services, including salaries, benefits, supplies, equipment, maintenance of equipment etc. Provide or request supporting documentation to support all costs.
4	When entering into agreements with other Agencies for rental of County Office space and common services, prepare the new FSA-875 according to 31-AS.
5	Request that other participating agencies sign FSA-875.
6	Submit FSA-875 to the State Office for approval.

B

State Office Action Once FSA-875 Has Been Received

Once FSA-875 has been received, State Offices shall do the following.

Step	Action
1	Review all FSA-875's to ensure that all costs have been captured.
2	Obtain approval from SED.
3	Submit FSA-875 to KCFO, FAD, AAOB for billing and payment collection.

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2 Reviewing and Completing FSA-875's (Continued)

C

State Office Action

State Offices shall do the following.

Step	Action
1	Review all State Office lease agreements. This would include any leases regardless of whether FSA is providing or receiving the services.
2	Contact agencies that FSA-875 is negotiated with, and determine what services are being provided.
3	Develop a cost estimate for all services, including salaries, benefits, supplies, equipment, maintenance of equipment, etc. Provide or request supporting documentation for all costs.
4	When entering into agreements with other Agencies for rental of office space, prepare FSA-875 according to 30-AS. FSA-875 is issued for the duration of the lease.
5	Request that other participating agencies sign FSA-875.
6	Obtain State Office approval from SED.
7	Submit copy to KCFO, FAD, AAOB for payment collection.

D

KCFO Action

KCFO shall do the following.

Step	Action
1	Process FSA-875's.
2	Enter data into FFIS Accounting System.
3	Ensure that payments are made or received.

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3 Reviewing and Completing AD-672's

A

State Office Action

State Offices shall follow this table when entering into AD-672's with other agencies.

Step	Action
1	Review all AD-672's.
2	Contact agencies that AD-672 is with, and determine what services are being provided or received.
3	Develop a cost estimate for all services, including salaries, benefits, supplies, equipment, maintenance of equipment, etc. Provide or request supporting documentation for all costs.
4	When entering into agreements with other Agencies for rental of office space, prepare AD-672 according to 90-FI. Ensure that the FSA Agency Locator Code, "12-33-0002", is entered in block 13, "Appropriation Symbol and Title".
5	Obtain State Office approval.
6	Request that other participating agencies sign AD-672.
7	Submit AD-672 to KCFO, FAD, AAOB for collection or payment.

B

KCFO Action

KCFO shall do the following.

Step	Action
1	Enter data into FFIS Accounting System.
2	Ensure that payments are made or received.

4 Requirements for Telecommunication-Related Costs

A

Requirements for Collocated Sites

All collocated sites will complete each of the documentation items, and forward them to their State Administrative Officer. An MOU alone is not acceptable. All collocated sites must have a signed copy of each of the following documents:

- AD-672 or FSA-875 for each site (reimbursable agreement is mandatory)
- the supplemental to reimbursable agreement document, FFAS-875-2 (a supplemental document is mandatory).

Refer to FFAS-875-2 for annual preparation and disposition of AD-672's or FSA-875's. Complete all applicable line items and attach to the signed reimbursable agreement.

Note: Collocated offices that do not submit a binding AD-672 or AD-875, **will not be considered** for a budget increase to offset telecommunications costs that should be shared with collocated agencies.

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Non-Collocated Sites

All agency non-collocated sites shall complete FFAS-875-3. This document should be forwarded to the designated State Administrative Officer.

5 Processing AD-672

A

Numbering of AD-672 When FSA Is the Performing Agency

The numbering system for all offices is identified in this table.

Description	Entry	Explanation
Agreement Number	last 2-digits of FY	FY
<p>In this example, FSA is the performing agency, therefore FSA's NFC identifier "FA" is inserted as the first 2 characters of the performing agency's organization field followed by the State code (Arkansas for this example). If FSA is the requesting agency see subparagraph B.</p> <p>Example: 01-IA-03560000-006-FA040000-012</p> <p>Note: The requesting Agency inserts FY, "IA" for interagency, an 8-character field identifying the organization (Wyoming State Office for this example), and a 3-character field for the agreement number. AD-672 is then sent to the performing agency, which inserts an 8-character field identifying its organization and a 3-character field for its agreement number.</p>	IA	Interagency (agreement between USDA Agencies or agreements with Agencies outside USDA)
	03560000 Requesting Agency	2-character alphanumeric code that NFC uses for the applicable requesting agency . 2-character alphanumeric code assigned by the requesting agency for its applicable organizational unit, level 1.
	006 Requesting Agency	3-character alphanumeric unique code assigned by the requesting agency.
	FA040000 Performing Agency	2-character alphanumeric code that NFC uses for the applicable performing agency . 2-character alphanumeric code assigned by the performing agency for its applicable organizational unit, level 1 State Office Code. Note: State Offices shall use the codes in Exhibit 1. The last 4 positions should be zero-filled by FSA.
	012 Performing Agency	3-character alphanumeric unique code assigned by the performing agency.

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5 Processing AD-672 (Continued)

B

Numbering of AD-672 When FSA Is the Requesting Agency

The numbering system for all offices is identified in this table.

Description	Entry	Explanation
<p>Agreement Number</p> <p>Example: 01-IA-FA040000-012-03000000-006</p> <p>Note: The requesting Agency inserts FY, IA for interagency, an 8-character field identifying the organization, and a 3-character field for the agreement number. AD-672 is then sent to the performing agency, which inserts an 8-character field identifying its organization and a 3-character field for its agreement number.</p> <p>In this example, FSA is the requesting agency, therefore, FSA's NFC identifier "FA" is inserted as the first 2 characters of the requesting agency's organization field followed by the State code (Arkansas in this example). If FSA is the performing agency see subparagraph A.</p>	last 2 digits of FY	FY
	IA	Interagency (agreement between USDA Agencies or agreements with Agencies outside USDA)
	FA040000 Requesting Agency	<p>2-character alphanumeric code that NFC uses for the applicable requesting agency.</p> <p>2-character alphanumeric code assigned by the requesting agency for its applicable organizational unit, level 1.</p> <p>Note: State Offices shall use the codes in Exhibit 1. The last 4 positions should be zero-filled by FSA.</p>
	012 Requesting Agency	3-character alphanumeric unique code assigned by the requesting agency.
	03000000 Performing Agency	<p>2-character alphanumeric code that NFC uses for the applicable performing agency.</p> <p>2-character alphanumeric code assigned by the performing agency for its applicable organizational unit, level 1 State Office Code.</p> <p>Note: State Offices shall use the codes in Exhibit 1. The last 4 positions should be zero-filled by FSA</p>
	006 Performing Agency	3-character alphanumeric unique code assigned by the performing agency.

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5 Processing AD-672 (Continued)

C

Billing Frequency

All USDA agencies are required to perform an annual transfer with a year-end adjustment for interagency funds transfers for shared office expenses. Agencies shall comply with the following dates.

Action	Date Due to KCFO	Departmental Due Date
Lead Agency sends out bills.	March 23, 2001	April 6, 2001
Payments are to be received	May 4, 2001	May 31, 2001
Lead Agency to request adjustments.	June 30, 2001	July 31, 2001
Payments of adjustments to be received.		August 31, 2001

Note: All billing and collection functions will be handled by KCFO and NFC. These dates are shown so that State and County Offices are aware of the timing of these functions. For KCFO to timely send out billings and adjustments, current FSA-875's and AD-672's must be received by March 23 and adjusted information by the last workday of June.

D

Questions

Contact Norma Anderson, KCFO, FAD, AAOB at 816-926-1958 for questions on billing frequency.

Contact Lynn Oliphant, ITSTO/TD, at 816-926-1395 for questions about telecommunication requirements.

State Codes for FY 2001 AD-672's

State	State Code	State	State Code
Alabama	01	Nebraska	31
Alaska	02	Nevada	32
Arizona	03	New Hampshire	33
Arkansas	04	New Jersey	34
California	05	New Mexico	35
Colorado	08	New York	36
Connecticut	07	North Carolina	37
Delaware	09	North Dakota	38
Florida	12	Ohio	39
Georgia	13	Oklahoma	40
Hawaii	15	Oregon	41
Idaho	16	Pennsylvania	42
Illinois	17	Puerto Rico	43
Indiana	18	Rhode Island	44
Iowa	19	South Carolina	45
Kansas	20	South Dakota	46
Kentucky	21	Tennessee	47
Louisiana	22	Texas	48
Maine	23	Utah	49
Maryland	24	Vermont (Virgin Islands)	50
Massachusetts	25	Virginia	51
Michigan	26	Washington	53
Minnesota	27	West Virginia	54
Mississippi	28	Wisconsin	55
Missouri	29	Wyoming	56
Montana	30		